

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-36

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Other

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Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Meeting Support for STPC Activ

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.3

Purpose:

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Work Assignment

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Work Assignment Close-Out

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Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 12/01/2011 To 11/30/2012

Comments:

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

12/16/2008 To 11/30/2012

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Jayne Michaud

Branch/Mail Code:

Phone Number 202-564-8306

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code: CP0D

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

The Scientific Consulting Group, Inc.

Work Assignment Number: 03-36

Title: Meeting Support for Science and Technology Policy Council Staff and Related Interagency Activities in Support of the EPA Science Advisor

Scope of Work Reference:

Task: 2.3

Period of Performance:

Date of Issuance through Nov. 30, 2012

Work Assignment COR:

Jayne Michaud
Office of Science Advisor
U.S. EPA (8105R)
Office of Research and Development
1200 Pennsylvania Avenue, NW
Washington, DC 20460
Telephone: (202) 564-8306
Fax: (202) 564-2070

Alternate Work Assignment COR:

Robin Clarke
Office of Science Advisor
U.S. EPA (8105R)
Office of Research and Development
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
Telephone: (202) 564-6493
Fax: (202) 564-2070

Technical Representative:

Lisa Matthews
Office of Science Advisor
U.S. EPA (8105R)
Office of Research and Development
1200 Pennsylvania Avenue, NW
Washington, DC 20460
Telephone: (202) 564-6669
Fax: (202) 564-2070

Project Officer:

Verla Sutton-Busby
U.S. EPA (8102R)
Office of Research and Development
1200 Pennsylvania Avenue, NW
Washington, DC 20460
Telephone: (202) 564-6808
Fax: (202) 565-2910

BACKGROUND

The EPA Science Advisor convenes and chairs the EPA Science and Technology Policy Council (STPC), which is comprised of senior managers from EPA Offices and Regions. The official STPC representatives are at the Deputy Assistant Administrator and Deputy Regional Administrator level and appropriate level for Offices within the Office of the Administrator. The Science Advisor's priorities for the STPC dovetail with interagency activities, in particular the White House Office of Science and Technology Policy (OSTP) Committee on Environment, Natural Resources, and Sustainability (CENRS). The STPC is supported by a small staff within the Office of the Science Advisor.

TASKS

- 1) The Science Advisor convenes quarterly meetings of the STPC. The Science Advisor may convene additional meetings of the STPC to address specific topics (estimate two special STPC meetings). The EPA Work Assignment (WA) COR will provide meeting logistical information to the contractor in advance. The contractor shall attend the meetings in person, record the meeting and prepare concise meeting summary report consisting of action items, decisions, and brief summary of discussions. The contractor shall prepare draft and final meeting summary report based on comments received from the EPA WA COR, Technical Representative and STPC staff.
- 2) The STPC staff assist *ad hoc* committees that may be formed at the discretion of the Science Advisor. The contractor shall provide assistance as needed for tasks assigned via Technical Direction from the EPA WA COR. Contractor assistance may include: occasional note taking for technical discussions, technical editing of reports, and development of documents including text, tables, and figures. (Estimate support for four *ad hoc* meetings, technical editing of four documents, less than 50 pages each).
- 3) STPC activities may require support to develop communication and outreach materials for internal and external stakeholders. Technical direction from the EPA WA COR will be issued when necessary.
- 4) Provide support to the Science Advisor for CENRS meetings and related interagency activities. The EPA Work Assignment (WA) COR will provide meeting logistical information to the contractor in advance. The contractor shall attend the meetings in person, take notes, and prepare concise meeting summary report consisting of action items, decisions, and brief summary of discussions. The CENRS meets about once a quarter. These are high-level meetings chaired by the OSTP Assistant Director for Environment, the EPA Assistant Administrator for Research and Development, and the National Oceanic and Atmospheric Administration (NOAA) Administrator. Approximately 16 departments/agencies are represented on the CENRS at the Assistant Secretary level or above, as well as the Executive Office of the President. It is important that draft meeting summary reports be delivered to the EPA WA COR and Technical Representative within two business days following CENRS

meetings.

5) The contractor may be asked to provide support for CENRS task forces or workgroups that are established. Contractor assistance may include: occasional note taking for technical discussions, the collection, compilation and analysis of information, technical editing of reports and development of documents.

DELIVERABLES

- 1) Prepare and submit work plan and cost estimate by December 15, 2011.
- 2) Draft meeting summary reports within two (2) days.
- 3) Provide the EPA WA COR with electronic link to the audio recording for STPC meetings within 5 days as needed.
- 4) Provide final documents and reports within five (5) days after receipt of EPA comments on draft reports, meeting summary reports, or other task outputs.

ACCEPTANCE CRITERIA

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. In some cases, the draft document will be sufficient for the purposes of the STPC staff. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

MANAGEMENT CONTROLS

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO and the EPAWA COR or alternate EPA WA COR are the primary representatives of the Contracting Officer authorized to provide technical direction.